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# Terms of Reference

# DIRECTOR OF THE PROJECT IMPLEMENTATION UNIT FOR [country] ENERGY EFFICIENCY PROJECT

## Background

*<Rationale for the project, how to achieve the objectives, establishment of a project committee, responsibilities of various agencies.>*

The [ministry in charge of mining and energy] will establish a small Project Implementation Unit (PIU) to carry out the day to day activities of project implementation, including operation of the Special Account and consolidating Project Management Reports, under the supervision of the project committee.

The [ministry in charge of mining and energy] intends to engage a consultant to work as PIU Director. A part of the proceeds of [donor] credit will be used for financing the proposed consultancy assignment. These Terms of Reference define the scope of activities and responsibilities of the PIU Director.

On behalf of the [ministry in charge of mining and energy], PIU Director will manage the activities of the PIU and coordinates work of the [project coordination unit] in other institutions. The Director will be responsible for providing technical supervision of the different project components as well as for integrating financial and administrative oversight of the Project. The Director will also be responsible for regular reporting to the [ministry in charge of mining and energy] on the project components related activities and preparation of corresponding action plans.

## Scope of Work for the PIU Director

1. Overall and day-to day implementation of the project in accordance with instructions of the [ministry in charge of mining and energy], the development credit agreement signed between the [country] and the [donor].
2. Facilitation of relationship between the project supported by the [donor] and projects supported by other agencies in the energy efficiency field.
3. Provide regular briefing and periodical reports to the [ministry in charge of mining and energy], project committee and to the [donor] based on the reports received by the PIU staff, other [project coordination unit]’s coordinators and long- and short-term consultants.
4. Assist the [ministry in charge of mining and energy] on setting policies, strategies and targets in order to ensure the achievement of the project objectives.
5. Lead and manage the staff of the PIU and [project coordination unit]`s in carrying out the day-to-day activities in support of implementation of the projects.
6. Coordinate the [ministry in charge of mining and energy] on acquiring of adequate facilities and other recourses to ensure the efficient operation of the PIU and fulfillment of responsibilities.
7. Arrange with [project coordination unit]`s coordinators for short-term staff training, as needed, for staff in areas such as planning and organizational skills, [language], procurement under [donor]’s guidelines, and [donor] credit disbursement procedures, and other areas as may be considered appropriate.
8. Supervise daily activities of the PIU, evaluating performance and operating effectiveness (including on-going staff performance evaluations and feedback), making recommendations for change, as necessary.
9. With the assistance of corresponding staff, develop and oversee the implementation of standardized administrative and operating procedures for the PIU including, but not limited to, record-keeping and filling systems – with support staff, reporting formats for financial transactions under the project etc.
10. Work in close cooperation with respective line ministries / [project coordination unit]s to ensure that goods and services under the credits are procured in accordance with [donor]’s guidelines.
11. Work in close cooperation with the procurement officer, and together with them, provide first-line contact with interested suppliers of goods and services regarding the status of project-related activities, and planned or on-going procurement.
12. Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports as required under the conditions of the credit agreement, and any other reporting requirements under the project (for example annual audits).
13. Supervise the financial management system, including records and accounts, and prepare financial statements in a format acceptable to the [donor], adequate to reflect the operations; ensure audit of project accounts as per rules of the [government of the country] and the requirements of the [donor] stipulated in the development credit.
14. Manage the [project coordination unit]’s workload to match support services effectively and efficiently to the demands of the work program as articulated by the [project coordination unit] staff.

## Duration of Consultancy

The initial duration of the contract will be [number] years, extendable by mutual consent for a period agreed between the parties. The Director shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

## Experience and Qualifications

The Director should have organization development/management experience and proven ability to manage people. Preferably, the Director should have a background/experience in energy sector and management/economics in order to effectively deal with project issues which will arise during the course of implementation. The Director should have good working relationships at the senior and technical levels of the [government] and have proven ability to communicate with high level government officials and staff other ministries and local governments.

In addition, the Director will need to have experience in dealing with international and bilateral organizations since the project requires close collaboration with other donors active in the sector. Working knowledge of [language] and computer skills are required. Knowledge/experience with [donor]’s procedures could be an advantage.

## Expected Outputs

Quarterly project management reports, annual budgets, and mid-term review. Day-to-day management of the project will require the preparation of ad hoc reports and papers as the needs of the project arise.

## Input by the [ministry in charge of mining and energy]

The [ministry in charge of mining and energy] will provide the Director with complete office infrastructure within the premises of the [ministry in charge of mining and energy], the required equipment, access to any documentation and information necessary for the performance of his / her tasks.